HOW TO APPLY ONLINE TO NORTHWEST MISSISSIPPI COMMUNITY COLLEGE

- Go to www.northwestms.edu and click on **APPLY** at the top of the screen. When the dropdown box appears, click **APPLY ONLINE.**

STARTING YOUR APPLICATION:

- ALL students will enter initial information into this section.
- The Social Security Number and Date of Birth <mark>**CANNOT BE EDITED**</mark> once the student leaves this page.
- The user ID and password are only specific to the online application, and they are only good for that particular session.
    - o User ID and password must ONLY BE SIX CHARACTERS LONG. In order for the student to log back in to edit his/her application, the user ID and password must be kept at a maximum of six characters.
    - o It will automatically capitalize.

Note: If the student has previously submitted an online application, an error will appear prompting him/her to create a new user ID and password.

Note: If the student has an active admissions application on file, he/she will receive an error message.

- **They do NOT need to submit another application.**
- Applications on file are valid for two years.

Note: If the student began the online application process and did not submit, he/she will receive an error message prompting them to complete the unfinished application.

STEP ONE: CONTACT INFORMATION

- **Fields with the asterisks (*) are required.**
- **The email address entered on this step will be the main communication link between the Office of Admission and Records and the student.**

STEP TWO: ADDITONAL ADDRESSES

- Physical address: actual address to physical location where student lives
- Permanent address: where you receive your mail; may be the same as physcial; also may include PO Box
- To key in the county:
    - o Click "Lookup Code"
    - o Find your **State**
    - o Click on the name of the county
    - o The "*Same as Mailing*" button will autofill the area with the address the student listed for his/her mailing address on the contact information section.

STEP 3: DEMOGRAPHIC INFORMATION

- Place of Birth: List City, State, and Country of Birth

- **STEP 4: EMERGENCY CONTACT/ PARENTAL INFORMATION**
- Any student who is under the age of 21 must complete this section.
- Guardian Types-
  - **GUARDIAN**: Guardianship is appointed by a judge in a court hearing. Student must provide legal guardianship paperwork when selecting this option.
  - **PARENT**
  - **SPOUSE**

STEP 5: EMPLOYER

- SKIP THIS STEP!

STEP 6: HIGH SCHOOL INFORMATION

- The student must choose:
  - **DUAL ENROLLED**: High school student wishing to earn college credits while still in high school.

STEP 7: INTENDED FIELD OF STUDY

- Students who selected dual enrolled may only choose certain pathways designated for dual enrollment purposes. For **SELECT A MAJOR**, please choose the following:
  - **DEG/NCA- DUAL ENROLLMENT- GENERAL COLLEGE**: Preferred option for Dual Enrolled students wishing to take general academic classes.

- If the student has attended another college, he/she should select "yes." The system will then prompt the student to enter the college information.

Note: *All official college transcripts must be requested by the applicant from each college previously attended and sent directly to the Office of Admissions and Records. Failure to list complete and accurate information will result in the delay or cancellation of enrollment.*

STEP 8: REVIEW AND SUBMIT APPLICATION

- By entering in the signature initials (first initial, last initial) and date of birth (MM/DD/YYYY), the student acknowledges that the information provided is accurate and complete.
- The student should then ***Submit Application*** for processing.